

To: Fallon, Gail[fallon.gail@epa.gov]
From: Rothery, Deirdre
Sent: Mon 10/31/2016 1:44:13 PM
Subject: RE: updates/reminders
ORC APMM Unit workload June 2016.docx

Hi Gail,

Happy to help get you settled in your new position! One more thing I forgot to mention. ORC coordination meetings. I am attaching the last version of my APMM ORC coordination document. Let me know if you have any questions. Take care, Dee

From: Fallon, Gail
Sent: Thursday, October 27, 2016 4:33 PM
To: Rothery, Deirdre <Rothery.Deirdre@epa.gov>
Subject: RE: updates/reminders

Dee – Thanks again for helping ease the transition!

Gail

From: Rothery, Deirdre
Sent: Thursday, October 27, 2016 4:25 PM
To: Fallon, Gail <fallon.gail@epa.gov>
Subject: FW: updates/reminders

Example of one of my update emails in between unit meetings. Take care, Dee

From: Rothery, Deirdre
Sent: Thursday, March 26, 2015 7:14 AM
To: Carlson, Albion <Carlson.Albion@epa.gov>; Delwiche, Joseph <Delwiche.Joseph@epa.gov>; Duraski, Robert <Duraski.Robert@epa.gov>; Gilbert, Alexas

<Gilbert.Alexas@epa.gov>; Langenfeld, Matthew <Langenfeld.Matthew@epa.gov>; Law, Donald <Law.Donald@epa.gov>; Okubo, Noreen <Okubo.Noreen@epa.gov>; Owens, Mike <Owens.Mike@epa.gov>; Payton, Richard <Payton.Richard@epa.gov>; Rickard, Joshua <Rickard.Joshua@epa.gov>; Rose, Peggy <Rose.Peggy@epa.gov>; Siffring, Stuart <Siffring.Stuart@epa.gov>; Smith, Claudia <Smith.Claudia@epa.gov>

Subject: updates/reminders

Hi everyone,

A reminder that I will be in mediation for Deseret M-W next week. The mediation is here in the building, so I will be around in the morning before it starts and at breaks. A few reminders for folks:

- Complete your peopleplus by COB on Wednesday.
- PARs mid-years –schedule your mid-years as soon as possible. Thanks to those of you who have already scheduled!
- ACS 2nd quarter reporting due NLT 4/8.
- ND mid-year is Tuesday at 9 am – if Mike or Albion have any additional updates, please get them to Carl prior to that call.
- SD mid-year is Thursday of next week at 11 am – if Bob or Albion have any additional updates, please get them to me prior to that call.

Thanks,

Dee